

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Manager's Name

Company's Name

Company's Address

City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision is based on personal needs that require my immediate attention.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have greatly appreciated the support and guidance provided by you and the team.

I will do everything possible to ensure a smooth transition and will be happy to assist in training my replacement if needed.

Thank you again for everything. I hope to stay in touch, and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]